



Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

Memorandum Order No. 57- 2014

To : **All Employees**
This University

From :  **SERAFIN L. NGOHAYON, Ph.D.**
University President

Subject : ***New Scheme in the Procurement and Use of Fuel
for University Vehicles in IFSU Main Campus***

Date : August 26, 2014

1. In line with the 5th goal of the University which is "to pursue excellence in administration and governance" and in support of His Excellency President Benigno Simeon C. Aquino III's "matuwidnadaan", this new scheme on the procurement and use of fuel for all university vehicles in the Main Campus is hereby instituted, to wit:
 - a. The loading of fuel from various service providers on credit is hereby stopped and disallowed;
 - b. Requesting officials for the use of vehicles must either cash advance for their fuel use or use their own money to be reimbursed thereafter. The usual process of requesting the use of university vehicles must be followed. Approved request, driver's trip ticket and travel order must be attached to liquidation documents or claims for reimbursement.
2. For the information and compliance of all.